

**REFERENCE LIBRARIAN II
(OUTREACH)
818**

DEPARTMENT: Williamsburg Regional Library/Youth Services

NATURE OF WORK:

The Reference Librarian II provides reference and reader's advisory services to the public; organizes the department's special services in at least one area; assists with administration of the department; and promotes library services to the community.

ESSENTIAL FUNCTIONS OF THE JOB:

Provides the public with the information and materials from the library's collections and from other sources by researching and interpreting print, online, and other sources; locating and recommending materials appropriate for patron's interest and reading levels; evaluating the accuracy, currency, and usefulness of the information or materials; teaching individuals and groups how to use library resources and research methods; recommending materials to read, view or hear; recommending topics for reports and other assignments; and preparing booklists, library guides, and displays.

Organizes the department's special services in one or more of the following areas: electronic reference sources; print sources; education resources; consumer health resources; outreach; etc.

- ▶ Organizes and maintains all the Youth Services Outreach program, particularly to preschool children.
- ▶ Develops and implements Family Literacy programs throughout the community at such sites as: Olde Towne Medical Center, Ukrops, Burton Woods, Head Start, Bright Beginnings, the Norge Needs Center, and Williamsburg Community Hospital.

Develops and implements workshops and training for individuals and groups; researches in-depth reference questions; develops specialized collections, including electronic and online resources; creates instructional materials to inform and promote resources; keeps the community and local officials informed of relevant new information and materials; and serves as a library liaison to these segments of the community.

- ▶ Develops programs for parents, teaching them how to share books with young children at all of the above sites.
- ▶ Develops programs for parents on using books with young children for preschools.
- ▶ Develops and maintains the deposit collection at Olde Towne Medical Center.

Assists with administration of the department, including maintaining, updating, and interpreting departmental and library policies and procedures; scheduling; and solving staff, patron, equipment, and building problems as needed.

- ▶ Schedules all outreach programs for preschool children.
- ▶ Oversees staff doing outreach for preschool children.
- ▶ Selects, orders, and maintains a collection of giveaway books to support preschool outreach.

Develops and presents library programs such as tours, classes, story times, and training for fellow staff.

- ▶ Manages the annual SPRING FLING a program for more than 900 preschoolers.
- ▶ Trains new staff in special programs for preschoolers.

Improves the quality of library services through individual and general staff development, including attendance at workshops and conferences; serves on library committees.

- ▶ Serves on the library Staff Development Committee.

Monitors patron activities in the library, handling problems as they occur.

Supervises volunteer projects.

- ▶ Recruits, trains, and supervises approximately 100 teenage volunteers annually to work with the preschool children in summer reading.

Performs other related duties as required.

- ▶ Assists in the preparation of three to five grant requests annually to support outreach programs.

JOB LOCATION AND EQUIPMENT OPERATED:

Administers work in both an office and at a public service desk. Operation of computers and other office and library equipment. Regular contact is made with employees and general public. The job is located in two library buildings.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of electronic resources and personal computers.

Experience in, and commitment to, public service.

Knowledge of the principles, practices, techniques of library services, including reference, reader's advisory, collection development, and programming.

Knowledge of supervisory principles and skills.

Extensive knowledge of adult or children's literature and of reference sources and research techniques.

Excellent oral and written communication skills.

Ability to work effectively with the public of all ages and other library personnel.

Ability to plan and organize daily work and special projects.

MINIMUM QUALIFICATIONS:

Master of Library Science Degree, or equivalent training and experience. Public library experience preferred.

NECESSARY SPECIAL QUALIFICATIONS:

Requires the ability to travel among various library sites.

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Librarian II
Department Williamsburg Regional Library

Position Number 818
Division Youth Services (Outreach)

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. *Mental Abilities:* General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to understand and follow oral instruction
- ☒ Ability to understand and follow written instruction
- ☒ Ability to guide and/or give instructions
- ☒ Ability to make decisions in accordance with established procedures and policies
- ☐ Not essential to job function

II. *Verbal Abilities:* Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- ☒ Answering telephone, radio, or switchboard
- ☒ Communicating with County officials
- ☒ Communicating with general public
- ☐ Communicating with vendors
- ☒ Communicating with supervisors and/or with other employees
- ☐ Communicating with other _____
- ☐ Not essential to job function

2. Hearing/Listening:

- ☒ For communication with County officials, public, vendors, supervisors and/or other employees
- ☐ Not essential to job function

3. Reading: (ability to read and understand text)

- ☒ Essential to job function
- ☐ Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately

- ☒ Ability to mentally perform accurate two digit calculations
- ☒ Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☐ Essential function
- ☒ Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input checked="" type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☐ Essential to job function
- ☒ Not essential to job function

Explain: _____

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift				✓				✓	
Push/Pull					✓			✓	
Hold/Carry				✓			✓		

Manipulation done from: ☒ ground to waist ☒ waist level ☒ waist to shoulder ☐ above shoulder
(Check all that apply)

Not essential to job function: ☐ Lift ☐ Push/Pull ☐ Hold/Carry
(Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

Ladders

- ☒ Step stool
☐ 8' to 10' step ladder
☐ Extension ladder
☐ Other _____
☐ Not essential to job function

Stairways

- ☒ 1 flight
☐ 2 flights ☐
☐ 3 or more flights
☐ Other _____
☐ Not essential to job function

Steps

- ☐ 1-2
☐ 2-3
☒ 3-4
☐ Other _____
☐ Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

Duration (hours/day)							Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand			✓					✓	
Sit			✓					✓	
Walk	✓							✓	
Run									

If walking or running, over what type of terrain? ☒ flat ☐ rough ☐ both

Not essential to job function: ☐ Stand ☐ Sit ☒ Walk ☒ Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- ☒ 0-5x ☐ 5-20x ☐ 20-50x ☐ 50+x
☐ Other _____ ☐ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- ☐ 0-5x ☐ 5-20x ☐ 20-50x ☒ 50+x
☐ Other _____ ☐ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- ☒ Peripheral vision
☐ Night vision
☒ Focus (distinctness or clarity)
☐ Color perception (discriminate between colors)
☐ Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			